

Managing Leave of Absence (Paid and Unpaid)

The Enter and Maintain Leave Status business process completed by the HR Administrator is used to place salaried employees in a paid or an unpaid leave status. Depending on the type of leave, the Benefit Administrator will have to take specific actions.

This Job Aid goes through Paid and Unpaid Leave of Absence (LOA) scenarios, and how those scenarios result in three different benefit events:

- Paid LOA resulting in MSC benefit event
- Unpaid LOA resulting in an LOA benefit event
- Unpaid LOA resulting in an LAT manual benefit event

In addition, this Job Aid goes through the Benefit Administrator's actions when an employee returns from leave and the benefit event it creates on the Benefits side:

• Return from (Paid and Unpaid) leave of absence resulting in an RFL benefit event

If you are both an HR Administrator and a Benefit Administrator, refer to the **HR351: Managing Leave of Absence (Paid and Unpaid) Job Aid** before completing the steps in this document.

Table of Contents

Paid Leave of Absence (MSC benefit event)	2
Jnpaid Leave of Absence (LOA event)	
LOA Event – No coverage changes	
LOA Event – Change in coverage	£
LOA Event – Waive coverage	13
Jnpaid Leave of Absence (LAT event)	20
Returning from Leave (RFL event)	24
Return from Leave (Unpaid with no change / Paid)	24
Return from Leave (Unpaid with change)	29

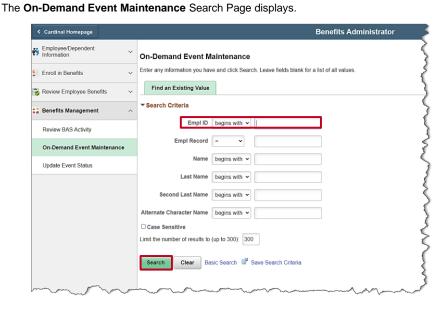
Rev 5/10/2022 Page 1 of 36



Paid Leave of Absence (MSC benefit event)

Once the HR Administrator has placed the employee on a paid leave of absence, the change in job data automatically creates a Miscellaneous (MSC) benefit event on the benefits side in Cardinal. This benefit event will automatically be processed with no manual intervention by the Agency Benefit Administrator (BA) in Cardinal. If the Agency BA does not wish to wait for the scheduled Benefit Administration process to run, complete the following steps:

Navigate to the On-Demand Event Maintenance page using the following path:
 Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance

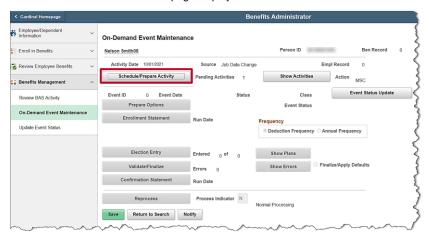


- 2. Enter the Empl ID.
- 3. Click Search.

Rev 5/10/2022 Page 2 of 36

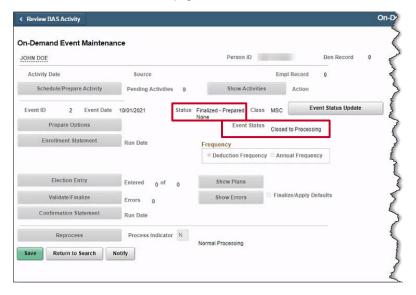


The On-Demand Event Maintenance page displays.



4. Click the **Schedule/Prepare Activity** button.

The On-Demand Event Maintenance page refreshes.



Note: the MSC event automatically gets a Status of **Finalized-Prepared None** and an Event Status of **Closed to Processing** by Cardinal. No further action is necessary by the BA.

Rev 5/10/2022 Page 3 of 36



Unpaid Leave of Absence (LOA event)

Once the HR Administrator places the employee in an unpaid leave of absence, Cardinal creates an LOA benefit event that remains open for 30 days. The BA will communicate with the employee and determine if a change in coverage is needed. An employee may elect to waive coverage or reduce the number of covered dependents under the same plan at the start of a leave without pay (LWOP) if it is requested within the 60-day qualifying midyear event window.

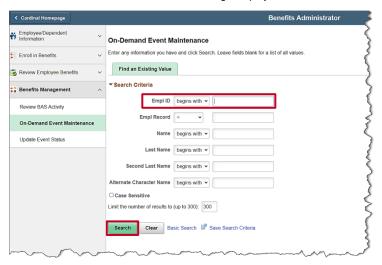
LOA Event - No coverage changes

If the employee's elections are staying the same complete the following steps:

1. Navigate to the **On-Demand Event Maintenance** page using the following path:

Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance

The On-Demand Event Maintenance Search Page displays.

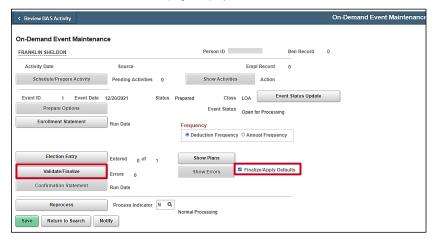


- 2. Enter the **Empl ID**.
- 3. Click Search.

Rev 5/10/2022 Page 4 of 36



The On-Demand Event Maintenance page displays.



- 4. Check the Finalize/Apply Defaults checkbox.
- 5. Click the Validate/Finalize button.

Note: No action is required from the BA except for finalizing the benefit event.

Rev 5/10/2022 Page 5 of 36



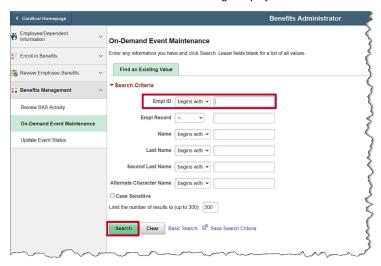
LOA Event - Change in coverage

If coverage is changing for the employee complete the following steps:

1. Navigate to the **On-Demand Event Maintenance** page using the following path:

Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance

The On-Demand Event Maintenance Search Page displays.

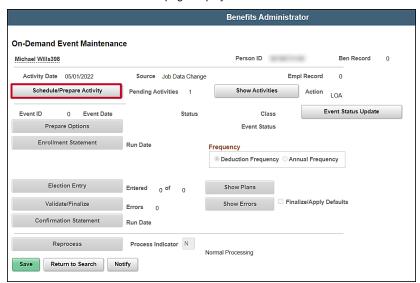


- 2. Enter the **Empl ID.**
- 3. Click Search.

Rev 5/10/2022 Page 6 of 36

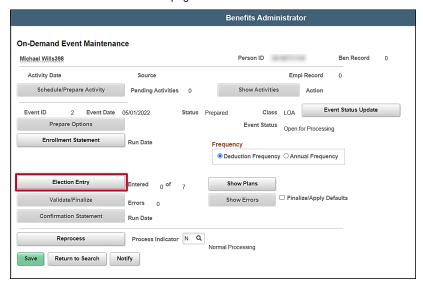


The On-Demand Event Maintenance page displays.



4. Click on the Schedule/Prepare Activity button. If Ben Admin has already run, skip this step.

The On-Demand Event Maintenance page refreshes.

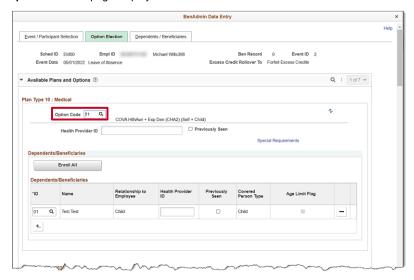


Rev 5/10/2022 Page 7 of 36

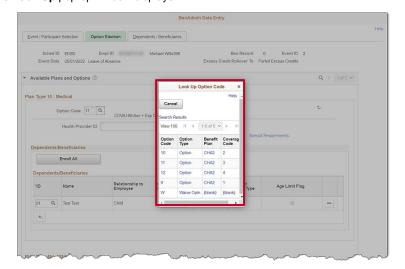


5. Click the **Election Entry** button.

The Option Election page displays.



6. Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical.** The **Look Up** pop-up window displays.



Rev 5/10/2022 Page 8 of 36

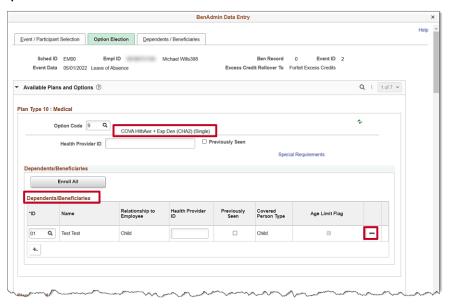


BN Job Aid

BN361 Managing Leave of Absence

7. Select a new coverage code under the same **Medical Plan** for the employee.

The Option Election tab refreshes.



8. Click the "-" next to the dependent listed. Since the employee reduced coverage to **Single**, by selecting a coverage code of **1**, the BA must also remove the dependent from coverage.

Note: If the employee does not want to change their FSA elections skip to Step 13.

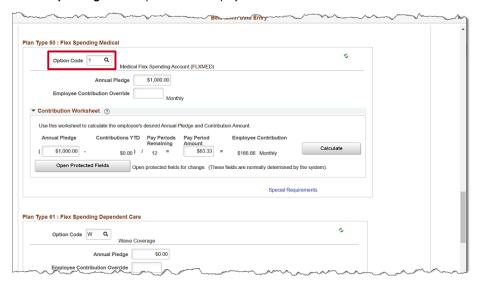
9. Scroll down to the Flexible Spending Medical section.

Commented [PB1]: Update with correct number

Rev 5/10/2022 Page 9 of 36



The Flexible Spending Medical plan section displays.



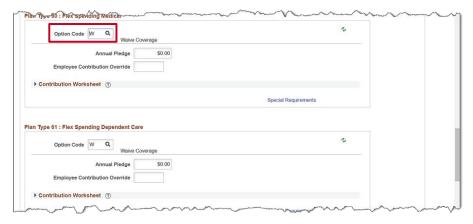
- Click on the magnifying glass next to Option Code under Plan Type 60: Flexible Spending Medical.
- 11. Click Waive.

Note: The employee can either elect a lower amount of annual pledge than the current election or choose to waive the FSA amount.

Rev 5/10/2022 Page 10 of 36

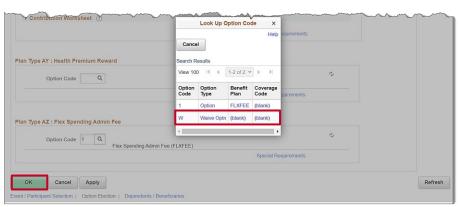


The Option Election page refreshes.



12. Scroll down to the Flex Spending Admin Fee section.

The Flex Spending Admin Fee section displays.



- Click on the magnifying glass next to Option Code under Plan Type AZ: Flex Spending Admin Fee.
- 14. Click W or Waive Optn.
- 15. Click the **OK** button.

Rev 5/10/2022 Page 11 of 36

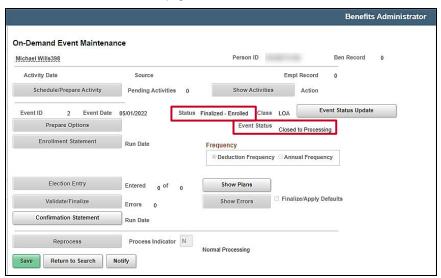


The On-Demand Event Maintenance page displays.

					Benefits Administrator
On-Demand Event Mainten	ance				
Michael Wills398			Person ID		Ben Record 0
Activity Date	Source			Empl Reco	rd 0
Schedule/Prepare Activity	Pending Activities	0	Show Activities	Actio	on
Event ID 2 Event Dat	e 05/01/2022	Status	Entered Class	LOA	Event Status Update
Enrollment Statement	Run Date		Frequency	Open for Proc	
Election Entry	Entered 2 of	7	Show Plans		
Validate/Finalize	Errors 0		Show Errors	☐ Finalize/App	Dly Defaults
Confirmation Statement	Run Date				
Reprocess	Process Indicator	N Q	Normal Processing		
Save Return to Search	Notify				

16. Click on the Validate Finalize button.

The On-Demand Event Maintenance page refreshes.



Note: The Status is now Finalized/Enrolled, and the Event Status is Closed for Processing.

Rev 5/10/2022 Page 12 of 36



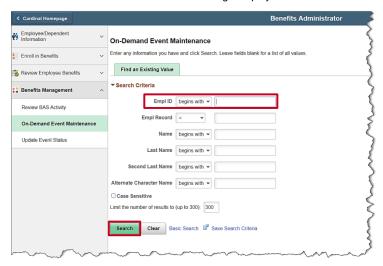
LOA Event - Waive coverage

If the employee is waiving coverage during their unpaid leave of absence, the BA must go into the LOA benefit event and waive coverage manually by completing the following steps:

1. Navigate to the **On-Demand Event Maintenance** page using the following path:

Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance

The On-Demand Event Maintenance Search Page displays.

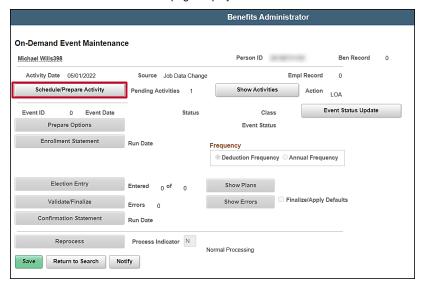


- 2. Enter the Empl ID.
- 3. Click Search.

Rev 5/10/2022 Page 13 of 36

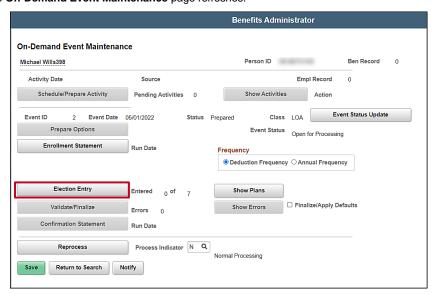


The On-Demand Event Maintenance page displays.



4. Click on the Schedule/Prepare Activity button. If Ben Admin has already run, skip this step.

The On-Demand Event Maintenance page refreshes.

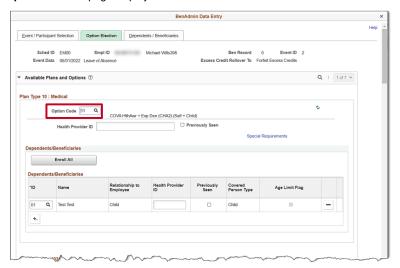


Rev 5/10/2022 Page 14 of 36



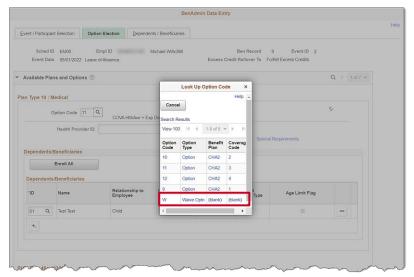
5. Click the Election Entry button.

The Option Election page displays.



6. Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical.**

The $\boldsymbol{\mathsf{Look}}$ $\boldsymbol{\mathsf{Up}}$ $\boldsymbol{\mathsf{Option}}$ $\boldsymbol{\mathsf{Code}}$ pop-up window appears.

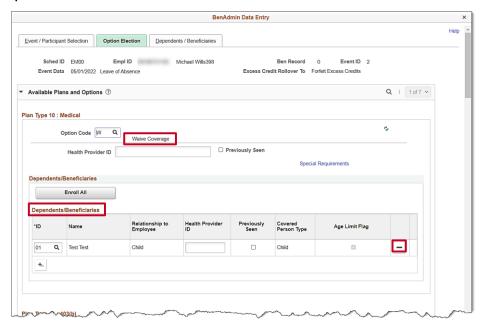


Rev 5/10/2022 Page 15 of 36



7. Click W or Waive Optn to waive medical plan elections.

The Option Election tab refreshes.

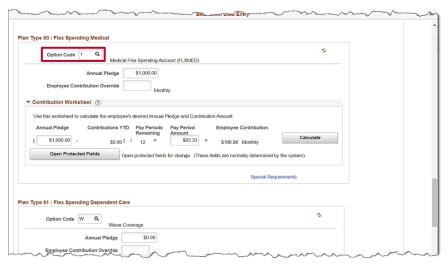


- 8. Click the "-" next to the dependent listed. Since the employee **Waved** coverage, the BA must also remove the dependent from coverage.
- 9. Scroll down to the Flex Spending Medical section.

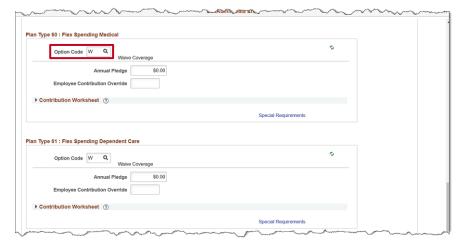
Rev 5/10/2022 Page 16 of 36



The Flex Spending Medical section displays.



- Click on the magnifying glass next to Option Code under Plan Type 60: Flexible Spending Medical.
- 11. Click W or Waive Optn.



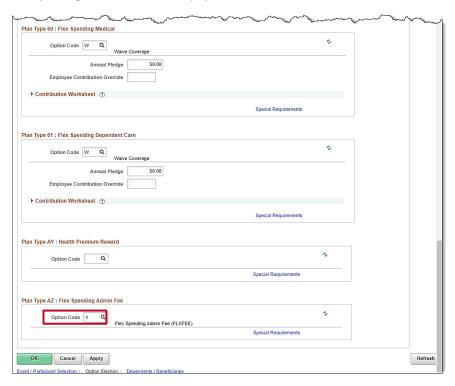
Note: If the employee has an Annual Pledge amount for **Flex Spending Dependent Care**, elect **W** or **Waive Optn** by clicking on the magnifying glass next to **Option Code**.

Rev 5/10/2022 Page 17 of 36



12. Scroll down to the Flex Spending Admin Fee section.

The Flex Spending Admin fee section displays.



- Click on the magnifying glass next to Option Code under Plan Type AZ: Flex Spending Admin Fee.
- 14. Click W or Waive Optn.

The Flex Spending Admin Fee section refreshes.



15. Click the **OK** button.

Rev 5/10/2022 Page 18 of 36

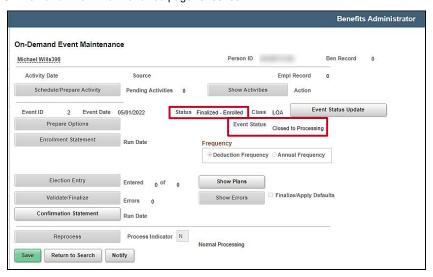


The On-Demand Event Maintenance page displays.

		Benefits Administrator
On-Demand Event Maintenan	ce	
Michael Wills398		Person ID Ben Record 0
Activity Date	Source	Empl Record 0
Schedule/Prepare Activity	Pending Activities 0	Show Activities Action
Event ID 2 Event Date Prepare Options	05/01/2022 Status	Enlered Class LOA Event Status Update Event Status Open for Processing
Enrollment Statement	Run Date	Frequency ⑤ Deduction Frequency ○ Annual Frequency
Election Entry	Entered 2 of 7	Show Plans
Validate/Finalize	Errors 0	Show Errors Finalize/Apply Defaults
Confirmation Statement	Run Date	
Reprocess Save Return to Search N	Process Indicator N Q	Normal Processing

16. Click on the Validate Finalize button.

The On-Demand Event Maintenance page refreshes.



Note: The Status is now Finalized/Enrolled, and the Event Status is Closed for Processing.

Rev 5/10/2022 Page 19 of 36



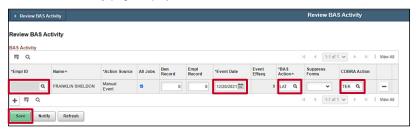
Unpaid Leave of Absence (LAT event)

After the employee initially goes out on unpaid leave of absence, and an update to coverage is needed (e.g., terminate coverage), the BA will need to create an LAT manual event.

1. Navigate to the **Review BAS Activity** page using the following path:

Benefits Administrator tile > Benefits Management > Review BAS Activity

The Review BAS Activity page displays.



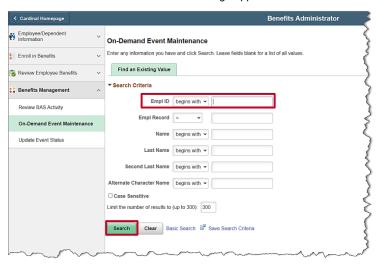
- 2. Click the "+" button.
- 3. Enter the **Employee ID** in the Empl ID field.
- 4. Enter the Event Date.
- 5. Enter **LAT** in the BAS Action field.
- 6. Enter **TER** in the COBRA Action field.
- 7. Click Save.
- 8. Navigate to the **On-Demand Event Maintenance** page using the following path:

Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance

Rev 5/10/2022 Page 20 of 36



The On-Demand Event Maintenance Search Page appears.



- 9. Enter the Empl ID.
- 10. Click Search.

The On-Demand Event Maintenance page displays.

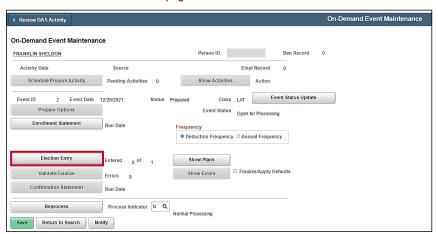


11. Click Schedule/Prepare Activity button.

Rev 5/10/2022 Page 21 of 36

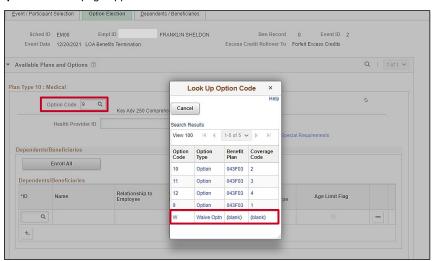


The On-Demand Event Maintenance page refreshes.



12. Click the Election Entry button.

The Option Election page appears.

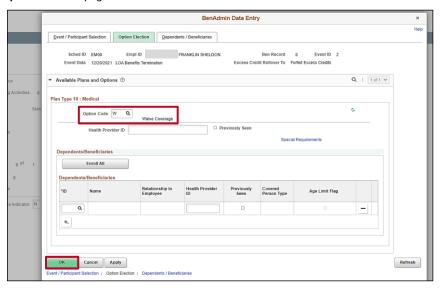


- 13. Click on the magnifying glass next to Plan Type 10: Medical Option Code.
- 14. Select W or Waive Optn.

Rev 5/10/2022 Page 22 of 36

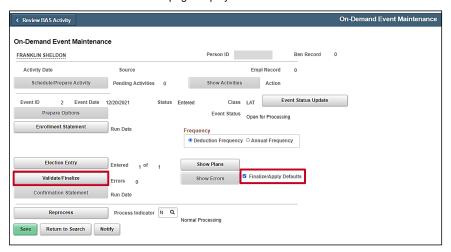


The Option Election page refreshes.



15. Click **OK.**

The On-Demand Event Maintenance page displays.



- 16. Check the Finalize/Apply Defaults checkbox.
- 17. Click the Validate/Finalize button.

Rev 5/10/2022 Page 23 of 36



Returning from Leave (RFL event)

Once the HR Administrator completes the job data transaction to return the employee from (paid or unpaid) leave, Cardinal will automatically create an RFL benefit event. The RFL event can be completed by the employee through Employee Self-Service (ESS), or the Agency BA can complete the event on behalf of the employee. This job aid will walk through two types of scenarios: RFL from an Unpaid no change or a Paid leave of absence event and an RFL from an Unpaid with changes leave of absence.

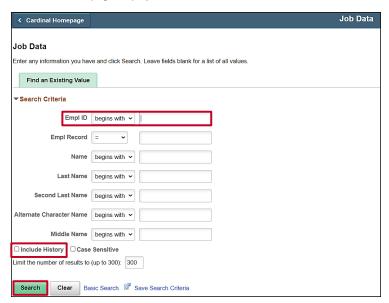
Return from Leave (Unpaid with no change / Paid)

When an employee goes on leave of absence unpaid and makes no changes or if the employee goes on a paid leave of absence, the process for returning from leave is the same. The Agency BA must first check the Job Data page of the employee to confirm the type of leave he/she is returning from. If the Agency BA does not wish to wait for the scheduled Benefit Administration process to run, complete the following steps:

1. Navigate to the **Job Data** page of the employee using the following navigation:

Navigator > Workforce Administration > Job Information > Job Data

The Job Data search page displays.

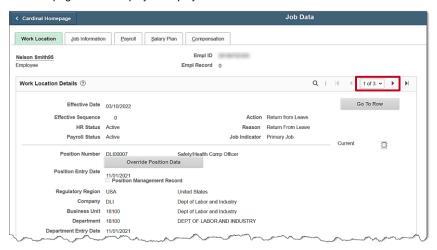


- 2. Enter the **Employee ID** in the Empl ID field.
- 3. Check the box next to **Include History.**
- 4. Click Search.

Rev 5/10/2022 Page 24 of 36

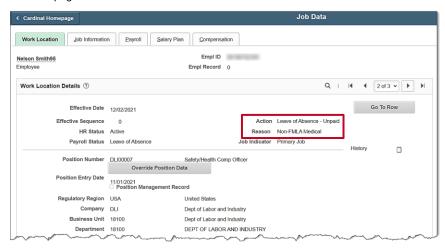


The Job Data page for the employee displays.



5. Click on the **back arrow** to confirm the type of leave the employee returned from.

The Job Data page refreshes.



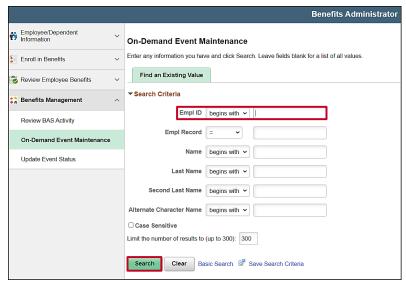
- 6. Confirm the type of leave the **Action** and **Reason** show on the Job Data page.
- 7. Navigate to the On-Demand Event Maintenance page to process the RFL event.

Homepage > Benefits Administrator > Benefits Management > On-Demand Event Maintenance

Rev 5/10/2022 Page 25 of 36

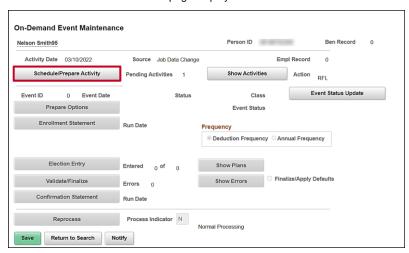


The On-Demand Event Maintenance search page.



- 8. Enter the **Employee ID** in the **Empl ID** field.
- 9. Click Search.

The On-Demand Event Maintenance page displays.



10. Click on the Schedule/Prepare Activity button. If Ben Admin has already run, skip this step.

Rev 5/10/2022 Page 26 of 36



The **On-Demand Event Maintenance** page refreshes.

elson Smith9	5					Person ID			Ben Record	0
Activity Date		Source			0					
Schedul	le/Prepare /	Activity	Pending Activities	0		Show Activities		Action		
Event ID	3	Event Date	03/10/2022	Status	Prepared	Class	RFL	Eve	ent Status Update	
Pre	pare Optio	ns				Event Status	Open f	or Processing	g	
Enrollment Statement		Run Date		Frequer	ncy					
					Ded	uction Frequency	OAnn	ual Frequen	су	
El	ection Entr	у	Entered 0 of	4	Sh	ow Plans			_	
Validate/Finalize		Errors 0		She	ow Errors	□ Finali	ze/Apply De	efaults		
Confirm	nation State	ement	Run Date							
				N Q						

Note: Since the employee has returned from a paid leave or an unpaid leave of absence and has not made any changes in their benefits while on leave, the Agency BA only has to finalize the event, no further action needs to be taken.

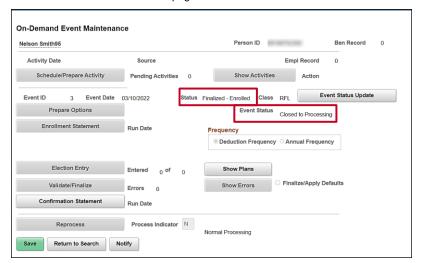
11. Check the box next to **Finalize/Apply Defaults** checkbox.

12. Click the Validate/Finalize Button.

Rev 5/10/2022 Page 27 of 36



The On-Demand Event Maintenance page refreshes.



Note: The Status is now Finalized/Enrolled, and the Event Status is Closed for Processing.

Rev 5/10/2022 Page 28 of 36



Return from Leave (Unpaid with change)

When an employee goes on an unpaid leave of absence and makes changes to their benefit election during their leave, the Agency BA must reach out to the employee and confirm if he/she wants to keep the changes they made while on leave or return to their original elections before their leave of absence. In this scenario the employee has decided to change their benefits back to their original elections before he/she went on leave.

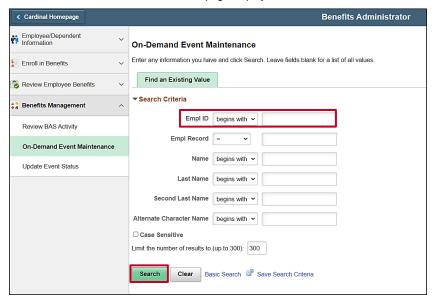
Complete steps 1 – 6 from the **Return from Leave (Unpaid with no change / Paid)** to confirm the type of leave the employee is returning from.

The BA now must communicate with the employee and confirm if he/she made any enrollment changes during their leave of absence, and if they did, the BA must find out if he/she would like to change the enrollments back to the original elections before going on leave. Prior to communicating with the employee, the BA should review the prior benefits in Base Benefits. If the employee does not want to make any change to their elections follow the same process shown in the **Return from Leave (Unpaid with no change / Paid)** section above. If the employee would like to change their elections back to the original election before he/she went on leave, complete the following steps:

 Navigate to the On-Demand Event Maintenance page to process the Return from Leave (RFL) benefit event.

Benefit Administrator tile > Benefits Management > On-Demand Event Maintenance

The On-Demand Event Maintenance search page displays.



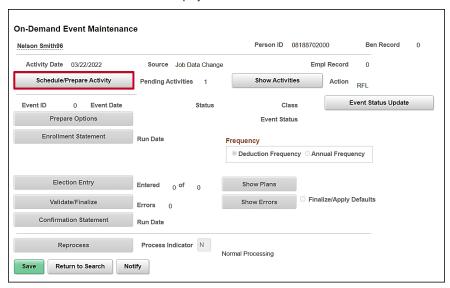
2. Enter the Empl ID.

Rev 5/10/2022 Page 29 of 36



3. Click Search.

The On-Demand Event Maintenance displays.

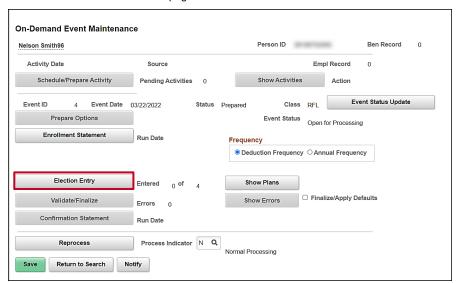


4. Click on the **Schedule/Prepare Activity** button.

Rev 5/10/2022 Page 30 of 36

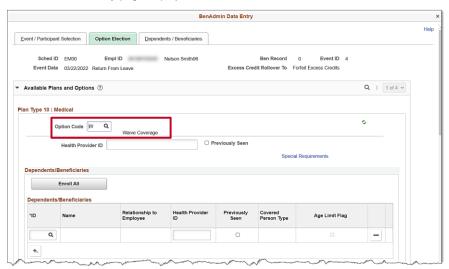


The On-Demand Event Maintenance page refreshes.



5. Click on the **Election Entry** button.

The Ben Admin Data Entry page displays.



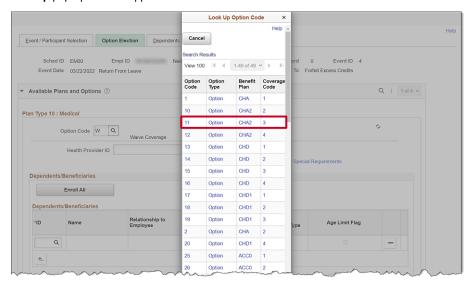
Rev 5/10/2022 Page 31 of 36



Note: The employee waived health coverage during LOA, therefore the BA must now re-elect the medical coverage the employee had prior to going on leave of absence.

6. Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical.**

The Look Up pop-up window appears.

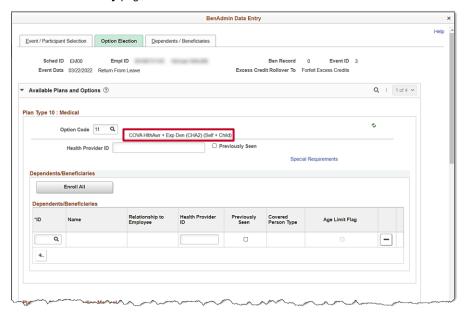


7. Click on the Benefit Plan the employee was previously enrolled in.

Rev 5/10/2022 Page 32 of 36



The BenAdmin Date Entry page returns.



Note: The Employee had Employee + Child coverage.

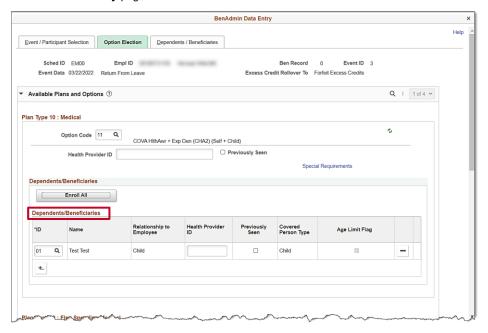
8. Click the **Enroll All** button.

Note: The employee did not have FSA, FSA Dependent, or FSA Fee elected prior to going on leave in this scenario, therefore the elections will remain unchanged.

Rev 5/10/2022 Page 33 of 36



The BenAdmin Data Entry page refreshes.

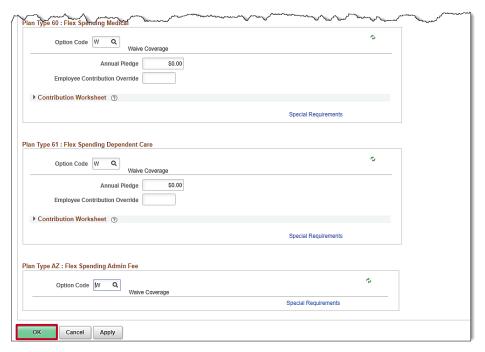


9. Scroll down to the bottom of the page.

Rev 5/10/2022 Page 34 of 36



The BenAdmin Data Entry page refreshes.



10. Click **OK.**

Rev 5/10/2022 Page 35 of 36

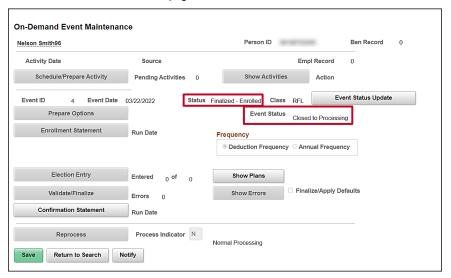


The On-Demand Event Maintenance page returns.

			Person ID			Ben Record	0
Source		Empl Record				0	
Pending Activities	0		Show Activities	3	Action		
03/22/2022	Status	Entered	Class	RFL	Ev	rent Status Update	
			Event Status	Open 1	for Processir	ng	
Run Date			-	y O Ann	ual Freque	псу	
Entered 1 of	4	SI	now Plans				
Errors 0		Sh	now Errors	□ Final	ize/Apply D	efaults	
Run Date							
Process Indicator	N Q						
	Pending Activities 03/22/2022 Run Date Entered 1 of Errors 0 Run Date	Pending Activities 0 03/22/2022 Status Run Date Entered 1 of 4 Errors 0 Run Date	Pending Activities 0 03/22/2022 Status Entered Run Date Freque © De Entered 1 of 4 St Errors 0 St Run Date Process Indicator N Q	Pending Activities 0 Show Activities 03/22/2022 Status Entered Class Event Status Run Date Frequency Deduction Frequency Entered 1 of 4 Show Plans Errors 0 Show Errors Run Date	Pending Activities 0 Show Activities 03/22/2022 Status Entered Class RFL Event Status Open I Run Date Frequency Production Frequency O Ann Entered 1 of 4 Show Plans Errors 0 Show Errors Final Run Date Process Indicator N Q	Pending Activities 0 Show Activities Action 03/22/2022 Status Entered Class RFL Event Status Open for Processing Run Date Frequency © Deduction Frequency ○ Annual Frequency Entered 1 of 4 Show Plans Errors 0 Show Errors □ Finalize/Apply D Run Date	Pending Activities 0 Show Activities Action 03/22/2022 Status Entered Class RFL Event Status Update Event Status Open for Processing Run Date Frequency Deduction Frequency Onnual Frequency Entered 1 of 4 Show Plans Errors 0 Show Errors Finalize/Apply Defaults

11. Click the Validate/Finalize button.

The On-Demand Event Maintenance page refreshes.



Note: The Status is now Finalized-Enrolled, and the Event Status is Closed to Processing.

Rev 5/10/2022 Page 36 of 36